SEAMAN USD 345

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| What We Do – “Susan Confusan” | | | |
|  | **Susan Pendergast**  **Asst. Director of Curriculum for Technology Integration** | **Susan Lockwood**  **Technology Assistant** |  |
| Location: Seaman Education Center – 575-8600  [spendergast@usd345.com](mailto:spendergast@usd345.com) | | Location: Technology Building - 286-8483  [slockwood@usd345.com](mailto:slockwood@usd345.com) | |
| **Works in the Curriculum and Instruction Department – focusing on assisting teachers to integrate technology into their instruction.** | | **Works in the Technology Administration and Infrastructure Maintenance Department and assists with maintenance of systems in this area.** | |
| Provides instruction and support of SMARTboards and Notebook software.  Provides instruction and support of document cameras and designated software by camera.  Interactive Learning Systems/Classroom Response Systems   * SMART repsonse * Other district approved Interactive Learning Systems   Monitor the use of instructional technology to ensure that resources and activities enhance academic content and the district K-12 technology resources.  Assist in providing appropriate *certified* staff training, to support district approved educational programs. | | Maintains USD345 website. Includes staff lists, requesting technical help and other general support.  Supports NWEA (MAP testing) and KCA testing.   * Add new students, upload test results, correcting student testing accomodations. * Provides school support, including setting up new accounts and provide login and password information. * Troubleshooting issues, including question errors, testing lockout, reactivation.   Supports RenPlace for Elementary teachers.   * Set up accounts, enroll students * Unlock student and teacher accounts * Add objective libraries * Roster students   Supports email   * Set up new accounts * Change user names and passwords * Add members to email groups. * Moderates held emails for approval.   Supports PowerSchool   * Sets up new staff accounts * Gather information for various student reports. * Troubleshoots data issues in PowerSchool * Assists secretaries with data, demographics, etc. | |
| Other duties as assigned | | Other duties include   * Color printing * General assistance with excel or word | |